

Hall of Records
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO. 279PAGE
NO. 1.

1. Requesting Agency

DEPARTMENT OF CORRECTION

2. Division or Bureau of Requesting Agency

HOUSE OF CORRECTION

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. RECORD BOOK (COMMITMENT RECORD)

Dates: 1879 - -

Quantity: 6 volumes in office

File Arrangement: Chronological - numerical

Index: Yes

The following information is recorded for each inmate at the time he is received into the institution: name, number, date, sentence, expiration date without good time deductions, discharge date, crime, where sentenced, and remarks.

RECOMMENDATION: RETAIN PERMANENTLY.

2. COMMITMENT PAPERS

Dates: 1914 - -

Quantity: 158 document-type drawers (118 cubic feet)

File Arrangement: Numerical

Annual Accumulation: 12 drawers

Index: Yes, see Item 1

Commitment papers received from the Court are the legal document for admitting prisoners and entering their names on the institution's rolls and records.

RECOMMENDATION: RETAIN PERMANENTLY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.12/14/56
DateMonie S. Radloff
ArchivistDEC 18 1956
Date

Secretary

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
3.	<p><u>PRISONERS CASE RECORDS</u></p> <p>Dates: 1933 - - Quantity: 189 drawers (285 cubic feet) File Arrangement: Active - numerical; inactive - by year of discharge and alphabetical therein Annual Accumulation: 15 cubic feet Index: Yes, alphabetical on 3" x 5" cards</p> <p>A folder is prepared for each inmate; at the time of discharge the following records are included:</p> <p>Photographs Progress Sheet Pre-parole Report Admission Summary F.B.I. Report Report on Convicted Prisoner (Department of Parole and Probation, Form No. 25).</p> <p>Correspondence Summary of State's version of crime (Baltimore City cases only) Medical Record Sheet (prepared at time of admission) Psychological Reports Head guards index and control card Central Records Bureau Report (Baltimore City Police Dept.) Social Service Exchange Report Visitors Cards</p> <p>RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DISCHARGE AND PAROLE OBLIGATIONS HAVE BEEN MET.</p>	
4.	<p><u>INMATES MEDICAL RECORDS</u></p> <p>Dates: - - Quantity: 10 drawers, active and 31 drawers, inactive in prison infirmary and 97 drawers in storage Index: Alphabetical</p> <p>A folder containing the prisoners medical records is prepared for each inmate. The contents include some or all of the following records:</p> <p>Admission Physical examination Admission X-Ray Admission Blood test Consultant reports Dental records Hospital records from outside sources concerning prisoner's previous hospitalization Hospital records from University Hospital concerning hospitalization while an inmate</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>RECEIVED BY BOARD OF PUBLIC WORKS JUN 1 1957</p> <p><i>[Signature]</i></p>

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Hospital charts (House of Correction Hospital)
Sick Call Card

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DISCHARGE AND PAROLE OBLIGATIONS HAVE BEEN MET, AND THEN DESTROY.

5. CLASSIFICATION AND STATISTICAL CARD

Size: 5" x 8"
Dates: 1952 - -
Quantity: 6 linear feet
File Arrangement: Alphabetical
Annual Accumulation: 2 linear feet

This card shows prisoner's name, number, sentence, court, charge, birthplace, age, race, marital status, number of previous convictions, other penal institutions both Maryland and other states in which prisoner has served time. The information is used for statistical reporting.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. SUPERINTENDENT'S MONTHLY REPORT

Dates: 1954 - -
Quantity: $\frac{1}{2}$ cubic foot
File Arrangement: Chronological

File contains monthly reports submitted to the Department of Correction. The report is concerned with activities of the Institution as well as a statistical analysis.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. GENERAL CORRESPONDENCE

Dates: 1949 - -
Quantity: 2 drawers
File Arrangement: Alphabetical by subject
Annual Accumulation: less than $\frac{1}{2}$ drawer

File contains correspondence concerned with the functions of the Institution. It is with Federal, State, local and other state agencies, professional and civic organizations, contractors, lawyers, etc. The recommendation below applies only to this general correspondence.

Correspondence regarding an inmate is included in the prisoner's case folder.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE OR LEGAL VALUE, AND DESTROY ALL OTHER MATERIAL.

APPROVED
HALL OF RECORDS COMMISSION

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DEC 1 1956

SECRETARY